

TRAINING EVALUATION

This evaluation is based on a course of _____ weeks duration in which there were _____ students. In interpreting evaluations, the amount of opportunity for observation of individual students should be considered. This evaluation should not be used as a sole or even major basis for action. It is primarily intended to furnish information on how well the student learned the subject matter or skills taught. Secondly, incidental observations of interest are reported. These have significance only as they are related to other information. Unless otherwise stated, performance is evaluated in terms of standards set by the instructors or in relationship to performance of those who have or who are taking the course. The evaluation is without regard to position, grade, or length of service in the Agency. These factors must be taken into account in interpreting the report.

Section I: Identifying Information

Name: _____ Course and Inclusive Dates: _____

Date of Birth: _____ E.O.D: _____ Grade or Rank: _____ Days Absent: _____

Position: _____ Office: _____

Section II: Observations of Attitudes or Behavioral Characteristics.

Directions: For each of the following, please circle the appropriate response.

- | | | | |
|--|--------|--|--------|
| A. Did you observe any incidents that suggested this person lacked motivation for an Agency career? | Yes No | E. Did you observe any incidents in which this student interfered with instructional and classroom activities? | Yes No |
| B. Did you observe any incidents that led you to question this person's security mindedness? | Yes No | F. Did you observe any outstanding trait or characteristic that you believe should be taken into account either in dealing with this person or in planning his career? | Yes No |
| C. Did you observe any incidents which indicated that this person has difficulty in getting along with others? | Yes No | | |
| D. Did you observe any incidents which led you to believe that this person had an unfavorable attitude toward | | Do not answer 'yes' unless the person is well described by the trait. If 'yes' explain fully below. | |

Please explain more fully if answer to any of the above questions is 'yes.'

Section III: Knowledge
Centile Standing¹

Instructor's Rating²

Subject

Over-all Academic Evaluation: _____

1. Based on _____

2. Scale used: Failure, Poor, Satisfactory, Excellent, Superior.

Section IV. Skills

<u>Skill</u>	Instructor's Evaluation Based On:			<u>Associates' Evaluation</u>
	<u>Course Instruction</u>		<u>Incidental Observation</u>	
	<u>Centile¹ Standing</u>	<u>Rating</u>	<u>Rating</u>	<u>Centile² Standing</u>
Ability to write reports				
Facility in oral expression				
Other:				
1. Based on		2. Based on:		

Section V. Attitudes and Personality Traits

Explanation: The distribution of scores for the class is shown for each trait or attitude rated. Red X's are for the instructors' ratings, black X's are for associates' ratings. The student's mark is circled.

Trait or Attitude	RATING:	Failure	Poor	Satisfactory	Excellent	Superior

Section VI. Adjusted Overall Evaluation

Directions: In terms of all factors observed during the course and taking into account this person's age, experience in Agency, grade, and general area of work, indicate, by placing an X in the appropriate box, your judgment of his performance in the course.

1. He was inadequate in his performance _____
2. He was barely adequate in his performance and performed acceptably only
in a limited range of assignments _____
3. He performed acceptably, but was barely adequate in some respects _____
4. He was a typically effective student who performed in a competent,
dependable manner _____
5. He performed at a high level of competence _____
6. He performed at an extremely high level that only a few students have
surpassed _____
7. He performed at a level of competence that excelled all other students
who have taken this course _____

Section VII. Comments

Report here general information, extenuating circumstances, or recommendations not included elsewhere in this report: